



## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

<b>Opening Date:</b>	August 15, 2013	<b>Closing Date:</b>	August 29, 2013
<b>Job Title:</b>	Information Specialist	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	060055	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Circuit Court for Baltimore City Baltimore, Maryland	<b>Grade/Salary Range:</b>	T10 \$51,245 - \$61,418
		<b>Financial Disclosure:</b>	Yes

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Provides oversight of the court's automation needs while coordinating the automation functions of the Purchasing Office. Coordinates and implements the integration of GEARS and MDEC into the Clerk's Office. Trains staff on software applications and conducts need assessments for training. Develops user reports and forms used to analyze workflow and report statistical data. Assists with collecting data and creating reports. Maintains data requirements for UCS application including user accounts and security settings. Creates and updates user manuals for automated systems. Plans the installation and maintenance of hardware and troubleshoots problems as they occur with hardware and software. Acts as the liaison between the court and the Judicial Information Systems and serves on committees representing the user's perspective. Performs other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** Minimum of three years of experience performing desktop support and troubleshooting.

**Preferred:** Bachelor's Degree in Computer Science preferred. Experience documenting installation and configuration procedures in a desktop environment; supporting workstations in an enterprise client/server environment.

**Skills/Abilities:** Knowledge of computer hardware and software systems. Knowledge of data processing software. Knowledge of email software i.e. Lotus Notes. Skill in evaluating situations and providing solutions. Ability to communicate with technical and non-technical personnel regarding the use of automated systems. Ability to plan and coordinate the implementation of hardware and software. Ability to clearly and consistently document technical procedures. Excellent troubleshooting and research skills. Ability to make decisions in a complex work environment and to balance a large number of often conflicting demands. Ability to learn new technologies quickly and apply this knowledge to a complex production environment. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Circuit Court for Baltimore City  
Room 412 Courthouse East  
111 North Calvert Street  
Baltimore, MD 21202  
Attn: Frank M. Conaway, Clerk of Court

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**